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# Public Service Resourcing System

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## Notice of Acting Appointment

**Advertised process**

Superintendent (FB-05)

2018-IA-OPS-FB 05-192Canada Border Services Agency - Southern Ontario Region  
Windsor (Ontario)**Appointment of:** Peter Mayhew**Duration:** 2021-04-01 to 2021-10-01**Date of notification:** 2021-06-29**Complaint period closing date:** 2021-07-14

## You may file a complaint if you are within the following area of selection and participated in the advertised process

Employees of the Canada Border Services Agency who occupy a substantive position within the organization.

## The following criteria were considered in this process

## Essential qualifications

English essential

**EDUCATION:**

A secondary school diploma or \*employer-approved alternatives.

\*The employer-approved alternatives to a secondary school diploma are a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma or an acceptable combination of education, training and/or experience.

**NOTE 1:** Candidates who meet any of the circumstances (a, b or c) listed below will be accepted as meeting the secondary school diploma requirement for the FB Group only:

- a. Those who were converted on an indeterminate basis to a Border Services (FB) position; or
- b. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position and have already attained a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- c. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position using an acceptable combination of education, training and/or experience.

**NOTE 2:** If you were educated outside of Canada, you must have your certificates and/or diplomas assessed against Canadian education standards through a recognized credential assessment service. Please see the Degree Equivalency link for further information.

**NOTE 3:** Proof of an educational credential that is higher than the education required may be acceptable. For example, proof of a bachelor's degree may be acceptable when a secondary school diploma is required.

**NOTE 4:** Proof of education may be requested.

**\*\*\* AMENDED EXPERIENCE \*\*\*:**

**E1:** Recent and significant\* experience in the interpretation\*\* or enforcement\*\*\* of legislation administered by the Canada Border Services Agency. Please describe your experience for two (2) legislations. Legislations include but are not limited to the following:

- Customs Act
- Immigration and Refugee Protection Act
- Criminal Code
- Privacy Act
- Canadian Charter of Rights and Freedoms
- Canada Evidence Act
- Controlled Drugs and Substances Act
- Customs Tariff Act
- Special Imports Measures Act
- Canadian Food Inspection Act
- Health of Animals Act
- Plant Protection Act
- Proceeds of Crime (Money Laundering) and Terrorist Financing Act

\*Recent and significant is defined as being continuous for three (3) years within the last five (5) years. This would normally be associated with the complexity, depth, and breadth of duties performed at the FB-03, FB-04 and FB-05 levels on a regular basis. Experience acquired as an instructor in delivering border services training in a learning environment will be considered equivalent to years of experience acquired in the operational environment.

\*\*Interpretation is the intellectual and rational process of determining the intended meaning of the language used in a statute, regulation, contract, or any other legal document.

\*\*\*Enforcement is the act of compelling adherence to the law. It includes a wide range of activities (examination, audit, investigation, seizure prosecution, etc.) designed to detect, correct and deter non-compliance.

#### ABILITIES:

C1: Ability to communicate effectively in writing

#### COMPETENCIES:

C2: Analytical Thinking

C3: Collaborate with Partners and Stakeholders

C4: Service Excellence

C5: Achieve Results

- C6: Uphold Integrity and Respect
- C7: Creates Vision and Strategy
- C8: Mobilizes People

## The grounds for complaint are as follows

- Abuse of authority in the application of merit
- Abuse of authority in the choice of process (advertised or non-advertised)
- Failure to assess the complainant in the official language of his/her choice

## How you can file a complaint

A complaint must be received by the Federal Public Sector Labour Relations and Employment Board (FPSLREB) online or in writing no later than 15 days after the Notice of Acting Appointment has been issued. Please refer to the FPSLREB Web site at [www.pslreb-crtefp.gc.ca](http://www.pslreb-crtefp.gc.ca) to access a complaint form and consult the Procedural Guide, the *Public Service Employment Act* and the *Public Service Staffing Complaints Regulations*.

You can also contact the FPSLREB at [director.directeur@pslreb-crtefp.gc.ca](mailto:director.directeur@pslreb-crtefp.gc.ca), 613-949-6516 or 1-866-637-4491 for more detailed information.

## Contact information

### Melissa Scott

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2021-07-27



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## Public Service Resourcing System

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### Notice of Acting Appointment

#### **Non-advertised process**

Superintendent (FB-05)

2019-INA-SOR-WBO-FB05-2027

Canada Border Services Agency - Southern Ontario Region  
Windsor (Ontario)

**Appointment of:** Jeffrey Burke

**Duration:** 2020-09-17 to 2021-04-28

**Beginning of acting period:** 2019-09-05

**Date of notification:** 2020-10-06

**Complaint period closing date:** 2020-10-21

### You may file a complaint if you are within the following area of selection

Employees of the Canada Border Service Agency (CBSA) occupying a substantive position in the city of Windsor, Ontario.

As part of this process, the geographic boundaries of the city of Windsor are illustrated below:

<http://www4.rncan.gc.ca/search-place-names/unique/FDEGT>

### The following criteria were considered in this process

### Essential qualifications

English essential

- A secondary school diploma or employer-approved alternatives (See Note 1).

Note:

- 1.The employer-approved alternatives to a secondary school diploma are:
  - A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
  - An acceptable combination of education, training and/or experience.

Candidates who already meet the following criteria must be accepted as meeting the secondary school diploma requirement for the FB Group only:

- a. Those who were converted on an indeterminate basis to a Border Services (FB) position; or
- b. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position and have already attained a satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- c. Those who were appointed or deployed on an indeterminate basis to a Border Services (FB) position using an acceptable combination of education, training and/or experience.

Recent and significant\* experience in administering and enforcing legislation as it relates to the international movement of persons or goods.

\*Recent and significant is defined as experience acquired over a period of three (3) years within the last five (5) years.

Knowledge of the Customs Act and the Immigration and Refugee Protection Act.

Knowledge of the Criminal Code and the Canadian Charter of Rights.

Ability to communicate effectively, both orally and in writing.

Ability to analyze and evaluate information objectively.

Ability to plan and organize effectively.

Enforcement Orientation

Leadership

Flexibility

# The grounds for complaint are as follows

- Abuse of authority in the application of merit
- Abuse of authority in the choice of process (advertised or non-advertised)
- Failure to assess the complainant in the official language of his/her choice

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## Contact information

**Mhairi Gibson**

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**Date modified:**

2020-08-25



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# Système de ressourcement de la fonction publique

Sortie

## Avis de nomination intérimaire

### **Processus non annoncé**

Surintendant(e) (FB-05)

2019-INA-SOR-WBO-FB05-2027

Agence des services frontaliers du Canada - Région d'Ontario du sud  
Windsor (Ontario)

**Nomination de :** Jeffrey Burke

**Durée :** 2020-09-17 à 2021-04-28

**Début de la période intérimaire :** 2019-09-05

**Date de la notification :** 2020-10-06

**Date de clôture de la période de plainte :** 2020-10-21

## **Vous pouvez déposer une plainte, si vous êtes dans la zone de sélection suivante**

Sont admissibles les fonctionnaires de l'Agence des services frontaliers du Canada (ASFC) qui occupent un poste d'attache dans la ville de Windsor, en Ontario.

Dans le cadre de ce processus, les limites géographiques de la ville de Windsor sont illustrées ci-dessous :

<http://www4.rncan.gc.ca/recherche-de-noms-delieux/unique/FDEGT>

# **Les critères ci-dessous ont été considérés dans le cadre de ce processus**

## **Qualifications essentielles**

Anglais essentiel

1. Les alternatives au diplôme d'études secondaires approuvées par l'employeur sont :
  - des résultats satisfaisants au test approuvé par la Commission de la fonction publique à titre d'alternative à un diplôme d'études secondaires; ou
  - un agencement acceptable d'études, de formation et (ou) d'expérience.

Les candidats qui répondent déjà aux critères suivants doivent être acceptés comme satisfaisant à l'exigence d'un diplôme d'études secondaires pour le groupe FB seulement :

- a. ceux qui ont été convertis pour une période indéterminée dans un poste Services frontaliers (FB); ou
- b. ceux qui ont été nommés ou mutés pour une période indéterminée dans un poste Services frontaliers (FB) et ont déjà obtenu des résultats satisfaisants au test approuvé par la Commission de la fonction publique à titre d'alternative à un diplôme d'études secondaires; ou
- c. ceux qui ont été nommés ou mutés pour une période indéterminée dans un poste Services frontaliers (FB) via un agencement acceptable d'études, de formation et (ou) d'expérience.

Expérience récente et appréciable\* de l'application et de l'exécution des lois relatives à la circulation internationale des personnes et des marchandises.

\*On entend par « expérience récente et appréciable » une expérience acquise pendant trois (3) ans au cours des cinq (5) dernières années.

Connaissance de la Loi sur les douanes et de la Loi sur l'immigration et la protection des réfugiés.

Connaissance du Code criminel et de la Charte canadienne des droits et libertés.

Capacité de communiquer efficacement, de vive voix et par écrit.

Capacité d'analyser et d'évaluer l'information avec objectivité.

Capacité de planifier et d'organiser avec efficacité.

Souci de l'application de la loi.

Direction

Souplesse

## Les motifs de plainte sont

- Abus de pouvoir dans l'application du mérite
- Abus de pouvoir en ce qui concerne le choix du processus de sélection (annoncé ou non annoncé)
- Défaut d'évaluer le plaignant ou la plaignante dans la langue officielle de son choix

## Comment déposer une plainte

Une plainte doit être reçue en ligne ou par écrit par la Commission des relations de travail et de l'emploi dans le secteur public fédéral (CRTESPF) au plus tard 15 jours après l'émission de l'Avis de nomination intérimaire. Veuillez consulter le site Web de la CRTESPF au [www.crtefp-pslreb.gc.ca](http://www.crtefp-pslreb.gc.ca) afin de vous procurer un formulaire de plainte et consulter le Guide de procédures, la *Loi sur l'emploi dans la fonction publique* et le *Règlement concernant les plaintes relatives à la dotation dans la fonction publique*.

Vous pouvez également contacter la CRTESPF à [director.directeur@pslreb-crtefp.gc.ca](mailto:director.directeur@pslreb-crtefp.gc.ca), au 613-949-6516 ou au 1-866-637-4491 pour de plus amples renseignements.

## Personnes-ressources

### Mhairi Gibson

[Mhairi.Gibson@cbsa-asfc.gc.ca](mailto:Mhairi.Gibson@cbsa-asfc.gc.ca)

Écran précédent

### Date de modification :

2020-08-25



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## Public Service Resourcing System

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# Notice of Acting Appointment

### **Non-advertised process**

Manager, Administration and Material Management (AS-05)

2020-ACIN-SOR-CPSD-AS05-2743

Canada Border Services Agency

Windsor (Ontario)

**Appointment of:** LeeAnn Hache

**Duration:** 2021-01-16 to 2021-03-31

**Beginning of acting period:** 2020-09-16

**Date of notification:** 2021-02-12

**Complaint period closing date:** 2021-03-01

## You may file a complaint if you are within the following area of selection

Employees of the Canada Border Services Agency occupying a substantive position in Windsor, Ontario

## The following criteria were considered in this process

## Essential qualifications

English essential

**Education:**

A secondary school diploma or employer-approved alternatives\*

\*The employer-approved alternatives to a secondary school diploma are:

- A satisfactory score on the Public Service Commission test approved as an alternative to a secondary school diploma; or
- An acceptable combination of education, training and/or experience.

**Experience:**

Recent and Significant\* Experience interpreting and applying Legislation, Acts, and/or Regulations

\*Recent and significant experience is defined as experience acquired over a period of 3 years within the last 5 years.

**Abilities and Skills:**

- Ability to plan and prioritize work to meet deadlines
- Ability to provide advice to clients and management
- Ability to communicate effectively orally and in writing

**Personal Suitability:**

- Effective Interpersonal Relationships
- Client service orientation
- Initiative
- Reliability

## **Other qualifications**

**Conditions of Employment:**

- Security: Reliability
- Possess a valid drivers license

## **The grounds for complaint are as follows**

- Abuse of authority in the application of merit
- Abuse of authority in the choice of process (advertised or non-advertised)
- Failure to assess the complainant in the official language of his/her choice

# How you can file a complaint

A complaint must be received by the Federal Public Sector Labour Relations and Employment Board (FPSLREB) online or in writing no later than 15 days after the Notice of Acting Appointment has been issued. Please refer to the FPSLREB Web site at [www.pslreb-crtefp.gc.ca](http://www.pslreb-crtefp.gc.ca) to access a complaint form and consult the Procedural Guide, the *Public Service Employment Act* and the *Public Service Staffing Complaints Regulations*.

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## Contact information

### Mhairi Gibson

[Mhairi.Gibson@cbsa-asfc.gc.ca](mailto:Mhairi.Gibson@cbsa-asfc.gc.ca)

[Kristi.Bouffard@cbsa-asfc.gc.ca](mailto:Kristi.Bouffard@cbsa-asfc.gc.ca)

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2021-01-26



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# Système de ressourcement de la fonction publique

Sortie

## Avis de nomination intérimaire

### Processus non annoncé

Gestionnaire, administration et gestion du matériel (AS-05)

2020-ACIN-SOR-CPSD-AS05-2743

Agence des services frontaliers du Canada

Windsor (Ontario)

**Nomination de :** LeeAnn Hache

**Durée :** 2021-01-16 à 2021-03-31

**Début de la période intérimaire :** 2020-09-16

**Date de la notification :** 2021-02-12

**Date de clôture de la période de plainte :** 2021-03-01

## **Vous pouvez déposer une plainte, si vous êtes dans la zone de sélection suivante**

Les fonctionnaires de l'Agence des services frontaliers du Canada qui occupent un poste d'affiche au sein de Windsor, Ontario.

## **Les critères ci-dessous ont été considérés dans le cadre de ce processus**

## **Qualifications essentielles**

Anglais essentiel

#### Études:

Diplôme d'études secondaires ou équivalence approuvée par l'employeur\*

\*Les alternatives au diplôme d'études secondaires approuvées par l'employeur sont :

- des résultats satisfaisants au test approuvé par la Commission de la fonction publique à titre d'alternative à un diplôme d'études secondaires; ou
- un agencement acceptable d'études, de formation et (ou) d'expérience.

#### Expérience:

Expérience récente et appréciable\* à interpréter et à appliquer la législation, les lois, et(ou) les règlementations.

\*Expérience récente et appréciable est définie comme l'expérience acquise pendant trois (3) au cours des cinq (5) dernières années.

#### Capacités et compétences:

- Planifier le travail et en établir l'ordre de priorité de manière à respecter les échéances.
- Fournir des conseils aux clients à la gestion.
- Communiquer efficacement oralement et par écrit.

#### Qualités personnelles:

- Relations interpersonnelles efficaces
- Souci du service à la clientèle
- Initiative
- Fiabilité

## Autres qualifications

#### Conditions d'emploi:

- Sécurité: fiabilité
- Posséder un permis de conduire valide

## Les motifs de plainte sont

- Abus de pouvoir dans l'application du mérite
- Abus de pouvoir en ce qui concerne le choix du processus de sélection (annoncé ou non annoncé)
- Défaut d'évaluer le plaignant ou la plaignante dans la langue officielle de son choix

# Comment déposer une plainte

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Écran précédent

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2021-01-26

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# Notice of Acting Appointment

**Advertised process**

Superintendent (FB-05)

2018-IA-OPS-FB 05-192

Canada Border Services Agency - Southern Ontario Region  
Windsor (Ontario)

**Appointment of:** Peter Mayhew**Duration:** 2021-04-01 to 2021-10-01**Date of notification:** 2021-06-29**Complaint period closing date:** 2021-07-14

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## The following criteria were considered in this process

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English essential

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## Contact information

**Melissa Scott**

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